

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM
BOARD OF MANAGERS
PUBLIC SESSION MEETING MINUTES
September 19, 2019**

OPENING AND ATTENDANCE

The Board of Managers meeting was held at the Delaware Criminal Justice Information System located in Dover, Delaware. Ms. Kennedy called the meeting to order at approximately 10:03 a.m.

Those in attendance included:

BOM MEMBERS

Renee Rigby	DSP
Justin Day	DTI
Marianne Kennedy	JP Court
Michelle Hoffman	Family Court
Carrie Hyla	DSCYF
Ashley Tucker	AOC
Jeffrey Horvath	DE Police
	Chiefs' Council

STAFF

Earl McCloskey	DELJIS
Mary Hansen	DELJIS
Lisa Morris	DAG
Alyssa Huenke	DELJIS
Michael Kelly	DELJIS

PUBLIC AND NON-VOTING PARTIES

Capt. Benjamin Parsons
Ken Kelemen
Miranda Tsyganov

I. REVIEW AND APPROVAL OF MEETING MINUTES

BOM Public Session Minutes – Ms. Rigby made a motion to approve the June Board of Managers Public Session meeting minutes. Ms. Hyla seconded the motion. All in favor, motion carried.

II. DELJIS ACCESS APPLICATIONS

- Eligibility & Enrollment Unit, DSAMH – Ms. Hansen introduced Ms. Miranda Tsyganov from the Eligibility and Enrollment Unit of DSAMH. Ms. Hansen advised that the EEU is requesting direct access to the Wanted/Missing Person Inquiry in DELJIS. Ms. Tsyganov described the function of the Eligibility and Enrollment Unit. She stated that the Unit is responsible for placing individuals who are experiencing a psychiatric emergency into a psychiatric facility. Ms. Tsyganov added that the Unit sometimes receives calls from police officers or court officials because the officer or official has contact with an individual that needs placement and is on a mental health capias. Before placement, the Unit must verify whether the individual is on a mental health capias. Ms. Tsyganov advised that in the past they would use the Public Wanted Person site to verify this information, but they have found that recently the necessary information is not included on the public website. She stated that if the EEU does not find the information on the public website they request a copy of the

capias be sent by the officer or court official, but a copy is not always readily available. Ms. Tsyganov advised that having access to the Wanted Person Inquiry in DELJIS would allow EEU placement staff to verify if an individual is on a mental health capias more efficiently.

There was discussion regarding the availability of the mental health capias on the public website. Mr. McCloskey advised that it is possible these capias are not displayed on the web due to the nature of same. Ms. Tsyganov advised that the receiving facilities prefer a copy of the capias rather than a verbal verification. There was discussion regarding the information shared with the receiving facilities. The Board explicitly stated that printing a copy of the capias or related information is not permitted and is considered a violation of the DELJIS Rules and Regulations.

Ms. Rigby asked if all wanted records would be accessible to EEU staff or just mental health capias. Ms. Hansen advised the Wanted Person Inquiry includes all wanted person information, including those records not available on the website. There was discussion about having a level of trust in the end-users to ensure only records relating to a business need are accessed. Mr. McCloskey advised that he believes the requested access would benefit the EEU and the efficiency of their business processes. Captain Parsons added that he sees a benefit from a law enforcement perspective, as well. He stated that the efficiency would allow users to determine where an individual may need to be transported to in a timely manner. There was further discussion regarding the printing of capias and related information. Ms. Tsyganov advised that the EEU would be able to improve efficiency and verify capias without printing and disseminating same.

Ms. Kennedy made a motion to grant the Eligibility & Enrollment Unit of DSAMH access to the Wanted Person Inquiry for verification purposes only. Mr. Horvath seconded the motion. All in favor, motion carried.

III. OLD BUSINESS

- Automated Usage Statistics – Mr. McCloskey referenced Attachment C in the meeting handouts and reviewed the automated usage statistics with the attendees.
- Project Status Report – Mr. McCloskey referred to Attachment D in the meeting handouts and began discussing the Project Status Report. Mr. McCloskey advised that the DELPAT Override Order will be removed from the Project Status Report as the project has been completed and implemented in production. He added that the project seems well received by the judges and has been successful, so far. Mr. McCloskey also advised that the VOP Conditions project with DOC is progressing and he met with DOC and the vendor regarding same.

Mr. McCloskey stated that the drug intervention notices went into production the week of September 9th, but has not had any feedback from DSAMH yet. He advised that there have been about seventy-five notices already and about thirty to fifty notices are anticipated per week. Mr. McCloskey added that there were initially a

few glitches, but all have been resolved. He stated that the Naloxone Form to track when NARCAN is used went into production with the drug intervention notices.

Mr. McCloskey then discussed adding criminal charges to E-Warning. He advised that he met with the Police Chiefs' Council for input on whether or not to limit e-warning eligible offenses to specific misdemeanors or include all misdemeanors. He added that the Council will get back to DELJIS, but his first impression is that they are leaning toward specified misdemeanors. Ms. Rigby asked if LEISS complaints are being completed when E-Warnings are issued. Mr. McCloskey advised that LEISS forces officers to create a field service report when issuing an E-Warning. Ms. Rigby and Captain Parsons raised concerns about possible issues with NIBRS reporting if all misdemeanors are included and only FSRs are being submitted. Captain Parsons advised that should offensive touching, which is a Group A Offense, be included on an E-Warning and documented on a field service report, SBI wouldn't capture the offense as a statistic to report to the FBI. There was discussion about forcing crime reports instead of field service reports for offenses that need to be reported to the FBI. Officers would still be able to issue the E-Warning, but the offense would be documented on a crime report instead of a field service report pursuant to NIBRS reporting requirements.

Mr. McCloskey advised that the project involving the creation of an automated exchange report without completing an entire E-Crash report has been completed and has gone into production.

Mr. McCloskey stated that he spoke with Judge Davis earlier in the week about the initial presentment forms. The automated form will be used by officers to request commitment when taking a defendant to presentment. He added that Troop 6 is currently participating in the pilot.

Mr. McCloskey discussed the project relating to Juvenile Diversion Tracking. He advised that new CJIS menus were created for YRS to track diversion participants and are currently being tested. Ms. Hyla added that the testing is going well, so far.

Ms. Rigby asked if the Use of Force project was still in progress. Mr. McCloskey advised that the project is still being worked on. There was discussion involving scenarios where the completion of this project would have improved workflow efficiency. Ms. Rigby advised that there are several questions that are required to be answered for federal reporting that are currently done manually. Mr. McCloskey and Ms. Rigby discussed bumping the project up on the priority list.

There was no further discussion about the Project Status Report.

IV. NEW BUSINESS

There were no topics of new business discussed.

V. PUBLIC COMMENT

There was no public comment.

VI. ADJOURNMENT

Ms. Kennedy adjourned the meeting at approximately 10:50 a.m.